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PURCHASING USER MANUAL

## CHANGING THE DEFAULT SHIPPING OR BILLING ADDRESS

INTRODUCTION

The agency's Purchasing administrator will set up default shipping and billing addresses to be printed on all requisitions or purchase orders. When appropriate, a user may change the shipping or billing address. A requester can change the addresses on a requisition line item and the purchaser can change the addresses on a purchase order line item (i.e., a purchaser can effectively override the address that the requester has changed). Approvers can view the addresses to verify them, but cannot change them.

TO CHANGE THE SHIPPING OR BILLING ADDRESS

1. Click **Menu** next to the line item that you want to change the shipping or billing address.

2. Click either **Edit Ship-to Address** or **Edit Bill-to Address**, depending on the change needed.

3. A pop-up window will display a list of addresses. These addresses are entered by your agency's Purchasing administrator. (If no addresses are displayed or the address you would like to use is not displayed, contact your administrator.)

Figure 1 - Line Item Menu and Address pop-up
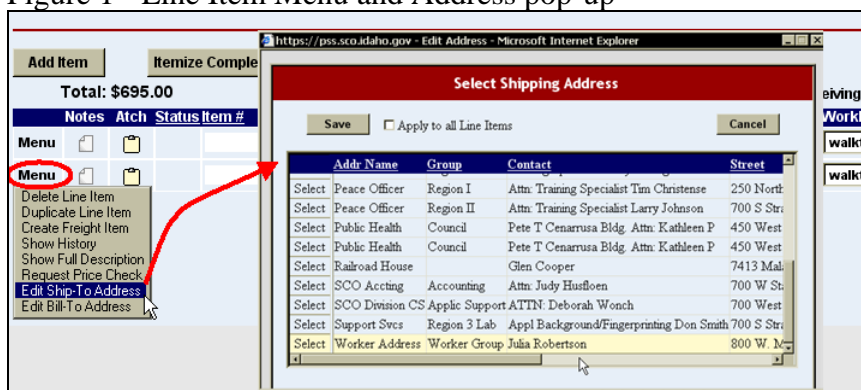
4. Click **Select** next to the address to use instead of the default address.

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5. Check the **Apply to all Line Items** if you want to use the selected address for all items of the requisition.

6. Click **Save**.

7. Click the **x** on the pop-window to close it.

Figure 2 - Exit the Address window

8. Complete the requisition or purchase order according to your agency's process.

9. Click **Print Preview** to view the changes or to review the addresses as an approver.

Figure 3 - Requisition Print Preview.